

ANIMAL CONTROL/CODE ENFORCEMENT OFFICER FULL TIME

Position Title: “Animal Control/Code Enforcement Officer”

Type of Position: This is an appointed, compensated, full-time employment position with the Town of Randolph. The regular schedule for this position is 35 hours of work per week. This is not a civil service position and this position is not covered by a collective bargaining agreement with the Town. This is a “non-exempt” position under the Federal Fair Labor Standards Act (FLSA). Some of the responsibilities of this position may include providing services to neighboring Cities or Towns pursuant to an inter-municipal agreement.

Appointing Authority: Town Manager

Department Head: Director of Public Health

Reporting Relationship: This position shall report to the Director of Public Health. This position is also overseen on day-to-day matters by the Town Manager.

Benefits: For information on any available benefits, including any vacation, sick or personal time, please refer to the current Randolph Town Employee Handbook and consult with the Town Manager’s Office.

Job Description: This position is responsible for performing routine and complex health and public safety work in the enforcement of animal control, sanitation/public health, code enforcement and related statutes and regulations, including licensing ordinances in accordance with Chapter 140 of the General Laws of the Commonwealth of Massachusetts. The Animal Control/Code Enforcement Officer will be supervised by the Director of Public Health and will be responsible for additional Public Health Department duties and responsibilities, as assigned. Typical duties include but are not limited to:

- Investigates nuisance complaints, litter complaints, dumpster complaints, low risk food inspections, monthly swimming pool inspection and assisting on housing and hazardous material inspections as required.
- Educates the public concerning the contents of statutes, regulations and ordinances and the health and safety concerns involving animals, rodents and other vector control matters including possible occasional public appearances in school classrooms, at public meetings or on cable television.
- Investigates complaints concerning animals and vector control issues and referring issues specifically covered by State or Federal statutes to the appropriate authorities.
- Attends hearings before the Board of Health and the Town Manager concerning nuisance/dangerous dog complaints, vector control issues and court hearings as necessary.

- Patrols the Town on an assigned schedule to promote compliance with the pertinent statutes, regulations and ordinances including BOH regulations, litter and dumpster regulations.
- Must be available to the Town, on call, on an emergency basis.
- Impounds and/or quarantines dogs, cats and other animals as needed.
- Refers human animal exposures (bites) to the Director of Public Health and the Public Health Nurse for epidemiological analysis.
- Performs vector control surveillance and trapping activities as required.
- Impounds homeless animals. Coordinates efforts to locate owners of lost animals and maintains associated records.
- Researches town records to ascertain licensure status of dogs.
- Works with the Police, Fire and Department of Public Works in disasters, serious accidents, and water rescues, fires or any event involving an animal.
- Assists DPW in dead animal clean up and removal, as required.
- Responds promptly to sensitive and difficult animal control complaints (barking dogs, nuisance situations, animal bite cases with human exposure, leash law, etc.).
- Rabies Control.
- Cleans and maintains departmental equipment (animal control vehicle), supplies and facilities.
- Maintains records and files, logs incidents concerning animal control, completes a variety of activity reports and provides evidence for court cases/District Attorney and appears in court regarding Animal Control ordinance violations.
- Works with the town clerk to ensure proper licensing of animal, explains animal control regulations to residents.
- Enforces local leash by law.
- Provides information and assistance to the public regarding complaints and questions about wildlife. Removes and transports injured or dangerous animals.
- Assists the Board of Health with public health issues and provides assistance during emergency situations.

- Employee has regular access to confidential lawsuits, criminal investigations and record of the office. This employee must keep strict level of confidentiality when dealing with the public.
- Coordinates response to loose dog complaints.
- Coordinates response to injured domestic or wild animals.
- Tracks feral cat populations and develops best management policies to control them (TNR for example)
- May inspect livestock shipped into the state from other states, that temporarily or permanently are kept in Randolph, for evidence of contagious or communicable diseases. Issues quarantines as needed
- May inspect domestic animals (cattle, horses, sheep, goats, chickens, etc.) in Randolph for evidence of disease. Issues quarantines as needed.
- Assists in the annual livestock census for cattle horses and other animals.
- Investigates complaints of code violations.
- Investigates complaints of commercial or private stable.
- Issues citations as warranted and performs follow up for enforcement and compliance for any animal related matters, and public health regulations.
- Some of the responsibilities of this position may include providing services to neighboring Cities or Towns pursuant to an inter-municipal agreement.

Supervision

Works under the general direction of the Director of Public Health. Follows department rules, policies, regulations, state statutes, town ordinances and policies to complete assigned tasks according to a prescribed time schedule. Works independently. Able to give considerable attention to detail, accuracy and the exercise of judgement in performing work. Refers questionable cases to the Director of Public Health or to assigned staff.

Work Environment

Work is performed both in the field and in the office under busy conditions. The workload is subject to fluctuations due to seasonal events and schedules.

The employee operates standard office equipment.

In the field, the physical environment for this position is in variable outside weather conditions, (wet, cold, hot and humid conditions). Moderate and occasionally strenuous physical effort is required in the field. This position may require a person to run, reach, climb, stoop, kneel, crouch or crawl and occasionally lift/move more than 50 pounds. Personal injury is possible, resulting from but not limited to animal bites/scratches.

Performance of duties requires daily interaction with town departments, business people, consultants and the public, in person, by telephone, computer, fax and in writing to obtain and provide information.

The employee has access to confidential and medical information about the public.

Errors could result in delay or loss of service, monetary loss and legal repercussions.

Employee must have a valid driver's license and the ability to drive through Town on patrol for extended periods of time.

Physical Requirements

Employee is required, when necessary, enter into licensed facilities to restrain and capture animals including, but not limited to, dogs, cats, raccoons and rodents. The employee is frequently required to stand, walk, sit, speak, hear and use hands to operate equipment and place vector control surveillance bait and traps.

Knowledge, Ability and Skill

Knowledge of basic health and sanitation practice, animal and vector control procedures, code enforcement procedures and relevant laws.

Ability to interact tactfully and appropriately with the general public. Ability to prioritize tasks and to organize records. Ability to communicate effectively verbally and in writing. Ability to work independently.

Excellent interpersonal skills, planning and organizational skills and computer skills.

Ability to learn applicable laws, ordinances, rules and regulations and be able to communicate these orally and in writing.

Ability to enforce laws and regulations firmly and impartially.

Ability to deal with the general public tactfully and appropriately.

Establish and maintain effective working relationships.

Exercise sound judgement evaluating situations and making decisions.

Learn town's geography.

Care for and safely handle domestic animals.

Recognize normal and abnormal animal behavior.

Evaluate compliance with statutes and regulations.

Possession of driver's license and a satisfactory driving record are required at the time of appointment and as continuing conditions of employment.

Must possess Animal Control Officer Certification within 6 (six) months of hire.

Ability to operate two-way radio.

Recommended Minimum Qualifications

Associate's Degree in animal science, biology, chemistry or relevant field; licensed as a pest control operator and Inspector of Animals preferred; one to three years of municipal experience preferred; or equivalent combination of education and experience.